



ACCESS
Recognised Training

COVID-19 SAFE PLAN

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1. INTRODUCTION

The purpose of this document is to detail control measures which have been put in place to protect students, staff and contractors from the risk of exposure to the Coronavirus disease (COVID-19) and other communicable diseases.

Coronavirus disease (COVID-19) is an infectious disease that is caused by a newly discovered form of coronavirus.

COVID-19 is the respiratory infection caused by the SARS-CoV-2 Virus, which was unknown prior to the December 2019 outbreak in Hubei Province, China. Other known forms of coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

The most likely means of transmission of COVID-19 is through inhalation of micro-droplets released by a person in close proximity sneezing, coughing – or just breathing out, however;

- A person can also catch COVID-19 via the hand-to-face pathway: touching a surface where live virus material is present, then touching their mouth, nose or eyes;
- Spread of COVID-19 is highest from people with symptoms; and
- Spread of COVID-19 before symptoms appear is less common.

This plan outlines measures which have been determined by Health Authorities to most reduce the risk of exposure to COVID-19 by implementing appropriate cleaning, disinfecting and social distancing measures within the workplace. Including the use of technology to reduce exposure. Severity of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.

The common symptoms of COVID-19 may include:

- fever;
- coughing;
- sore throat;
- fatigue (tiredness); and
- difficulty breathing or shortness of breath.

2. NATIONAL COVID 19 WORKPLACE PRINCIPLES

Recognising that the COVID-19 pandemic is a public health emergency, that all plans and responses to COVID- 19 should be founded in expert health advice, the following principles

operate subject to the measures agreed and implemented by governments through the National Cabinet process.

- All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment;
- The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace;
- To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks;
- As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition;
- Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant;
- Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and in a manner consistent with advice from health authorities;
- Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19; and
- The work of the National COVID-19 Coordination Commission will complement the work of Safe Work Australia, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.

3. WORKERS' RIGHTS

In some circumstances, workers, or the business, have the right to stop, or refuse to carry out unsafe work. This right can be invoked if there is a reasonable concern that the worker will be exposed to a serious risk to their health and safety from an immediate or imminent hazard. This could include exposure to COVID-19.

All workers are encouraged to raise any concerns they have in relation to the COVID-19 virus. Including the contents of this Plan. Concerns relating to the contents of this Plan are to be raised with the Managing Director.

Health authorities have identified groups who are a greater risk of more serious illness with COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions;
- People 65 years and older with one or more chronic medical conditions;
- People 70 years and older; and
- People with compromised immune systems.

Any worker that falls within these high-risk groups will have their duties assessed on an individual basis. If the risk cannot be appropriately mitigated, we will consider alternate arrangements to accommodate a workplace absence.

4. WORK HEALTH AND SAFETY COMMITMENT STATEMENT

Access Recognised Training is committed to ensuring the health and safety of students, staff and contractors and others affected by our work activities. We place the highest priority on making sure work activities are carried out safely and reasonable measures are taken to remove (or reduce if they can't be eliminated) risks to the health and safety of workers and others. People are our most important asset and safety is everyone's responsibility.

The Covid-19 Safe Plan in conjunction with the Work Health & Safety Management System will:

- Define accountabilities for the operational implementation of all aspects of work health and safety;
- Establish policy and procedures for work health and safety;
- Ensure managers are responsible and accountable for their area of responsibility and that they have the necessary resources for identification, evaluation and control of hazards;
- Ensure appropriate reporting mechanism for health and safety; and
- Meet all legal requirements with regard to health and safety.

Management will:

- Provide work health and safety information, training and supervision to all staff that promotes the health, safety and welfare of its staff and those who visit its premises;
- Take all reasonably practicable steps to protect the health and safety at work for staff whilst on duty;
- Promote and develop measures, in conjunction with staff, which ensures their health, safety and welfare at work;
- Provide adequate mechanisms for reviewing the effectiveness of the measures; and
- Make available relevant information regarding WHS to staff when it is appropriate to do so.

Workers must:

- Comply with all relevant acts and regulations in regards to WHS, and abide by the WHS Management System;
- Work in a manner, and take all reasonably practicable steps, to protect the health, safety and welfare of themselves, other workers/contractors and students at the workplace or on duty in a different location;
- Report any harm or injury to themselves and/or others, and report anything that has the potential to cause harm or injury;
- Provide input into WHS issues by communicating with the Managing Director; and
- Access Recognised Training seeks the cooperation of all students, staff and others to ensure a safe working environment. We encourage suggestions to achieve, and improve, our work health and safety goals to ensure everyone goes home safe at the end of the day.

PART A - WORK HEALTH & SAFETY ARRANGEMENTS

PURPOSE

The Covid-19 Safe Plan has been developed to outline Access Recognised Training's approach to managing work health and safety on and off the business premises during the COVID-19 pandemic period. It provides students, staff and contractors with information on how we manage all aspects of WHS. This provides a high degree of confidence in the ability to comply with the appropriate WHS legislation, Regulations and Industry Codes of Practice and the National Covid-19 Workplace Principles.

WHS is a shared responsibility, which means everyone has a personal responsibility to commit to creating healthy and safe workplaces for all.

Access Recognised Training will make this plan available to all students, staff and contractors, to keep a copy of the Covid-19 Safe Plan and review regularly and provide revisions when required.

A1 - ROLES & RESPONSIBILITIES

ACCESS RECOGNISED TRAINING – Person Conducting a Business or Undertaking (PCBU) must:

As the duty holder, Access Recognised Training being the PCBU, must:

- ensure the health and safety of its students, staff and contractors and others in our workplace;
- ensure the health and safety of other persons is not put at risk from work carried out as part of its operations;

- provide and maintain a work environment that is without risks to health and safety;
- provide and maintain safe plant and structures;
- provide and maintain safe systems of work;
- ensure the safe use, handling and storage of plant, structures and substances;
- provide adequate facilities for the welfare of workers;
- provide information, training, instruction and supervision; and
- monitor the health of workers and the conditions of our workplaces.

Specific duties as a PCBU also include:

- record and notify the state regulator of any notifiable incidents arising out of the conduct of the business or undertaking; and
- ensure authorisations are in place for any high-risk work or plant.

The Managing Director:

- is accountable for Access Recognised Training work health and safety;
- final escalation point on reported WHS incidents;
- formally approve the WHS Policy and Procedures;
- assign custody to ensure WHS Policy and procedures are maintained and updated;
- review the overall organisational health and safety performance and accordance with the objectives and outcomes defined by this WHS Policy;
- review health and safety performance of the WHS; and,
- ensuring board reports include relevant WHS information;
- ensuring adequate resources and safety processes are in place and being used;
- actively verifying and auditing safety arrangements;
- ensuring Access Recognised Training has addressed any identified gaps and provided detailed reports to the board on actions taken to address safety issues; and
- ensure organisational compliance with health and safety legislation.

Students

- must take reasonable care for their own health and safety while they are undertaking training, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- must comply, so far as they are reasonably able, with any reasonable instruction given by Access Recognised Training staff members, as well as co-operating with any reasonable policy or procedure which relates to workplace health and safety.

Staff and Contractors

Fulfill training duties as required within role description, and the following:

- monitor and screen students and when required, ask health questions e.g do you feel well? Do you have a Covid-19 symptom? Do you have any other illness? any other question that has been prescribed by the health authorities;
- manage the social distancing ensuring students are separated or stand apart;

- comply with the requirements issued from the government and health authorities;
- report all suspected cases of Covid-19 immediately, in accordance with the 'Suspected Covid-19 On Site Procedures' within this Plan; and
- comply with the requirements issued from the government and health authorities.

A2 - CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between students, staff and contractors is important to ensuring a safe training environment. Therefore, all staff and contractors are encouraged to:

- bring up safety concerns;
- make recommendations regarding WHS;
- ask questions and give regular feedback relating to WHS;
- become involved in evaluation of safety issues; and
- participate in any WHS related problem-solving process.

It is important that workers help shape decisions about WHS particularly when:

- assessing the risk COVID-19 presents to the health and safety of workers;
- deciding on control measures to eliminate or minimise the risk of exposure to COVID-19;
- deciding on the adequacy of facilities for the welfare of workers (e.g. hand washing facilities), and
- proposing other changes to the workplace as a result of COVID-19 which may affect health and safety.

Consultation is provided to Access Recognised Training staff and contractors with clear direction and guidance on what is expected, including:

- when to stay away from the workplace;
- what action to take if they become unwell;
- what symptoms to be concerned about; and
- that workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

Access Recognised Training encourages a healthy working relationship in a cooperative and coordinated way so risks are eliminated or minimised so far as is reasonably practicable.

PART B – WORKPLACE POLICIES & PROCEDURES

PURPOSE

The PCBU and all workers must comply with 'Work Health and Safety Act 2011' and associated regulations. Part of our compliance is related to our obligations for recording, reporting and investigating accidents/incidents and our Duty of Care.

What if I suspect I have symptoms of COVID-19?

- It is important that you stay away from work even if you have only mild symptoms, or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms;
- We need to take every precaution to not spread a possible case of COVID-19;
- If you have symptoms and suspect you may have COVID-19 – notify your GP, or visit the Respiratory Assessment Clinic. Avoid using public transport if possible. You do not need to visit the Emergency Department unless you have severe symptoms, such as shortness of breath, chest pain or very high fever; and
- Notify immediately the Managing Director.

What if I am diagnosed with COVID-19?

- Notify immediately the Managing Director via telephone or via email markf@accessrt.edu.au;
- Follow all medical advice to recover from your infection as soon as possible;
- You are to self-isolate for a period of 14 days; and
- Once cleared from the infection (being given the all-clear from a medical professional) please send through your medical certificate and you may return to work.

What if a family member or household member is diagnosed with COVID-19?

- Notify immediately the Managing Director via telephone or via email markf@accessrt.edu.au;
- You are to self-isolate;
- If you are caring for an infected family member / dependant, again please notify the the Managing Director via telephone or via email markf@accessrt.edu.au;
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day; and
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.5 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider or the local public health department, giving them details of your symptoms. You may be asked to go to your nearest hospital to be tested.

What if I have recently travelled to an area with known cases of COVID-19?

- You must self-isolate for 14 days or longer as prescribed;
- If you have returned from an area where COVID-19 is spreading you should monitor yourself for symptoms for 14 days and take your temperature twice a day; and
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.5 C or more) you should stay at home and self-isolate. This means avoiding close contact (1.5m or nearer) with other people, including family members. You should also telephone your healthcare provider or the local public health department, giving them details of recent travel and symptoms.

B1 - COVID-19 AT THE WORKPLACE

The person you are concerned about is at the workplace:

Step 1: Isolate – Prevent the spread and isolate the infected person from others. Provide a surgical mask and gloves to the person displaying symptoms. PPE must be worn by the staff member providing equipment.

Step 2: Seek Advice & Report – Contact the Managing Director and prepare an Incident Report, emailing the report to markf@accessrt.edu.au. The Managing Director will notify the territory health department helpline: 02 5124 9213.

Step 3: Transport - Ensure that the person affected has transport to their home or a medical facility.

Step 4: Clean and disinfect the areas where the person and close contacts have been and to follow the required cleaning process. Do not use those areas until this process is complete. Use appropriate PPE e.g gloves when cleaning.

Step 5: Identify & Inform – Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.

Step 6: Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace:

Step 1 - Seek Advice & Report – Contact the Managing Director and prepare an Incident Report, emailing the report to markf@accessrt.edu.au. The Managing Director will notify the territory health department helpline: 02 5124 9213.

Step 2: Identify & Inform – Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.

Step 3: Clean and disinfect the areas where the person and close contacts have been and to follow the required cleaning process. Do not use those areas until this process is complete. Use appropriate PPE e.g gloves when cleaning.

Step 4: Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

B2 - SOCIAL DISTANCING PROCEDURE

Access Recognised Training is committed to ensure that the number of persons in any indoor and outdoor space (as defined under subclause 3 (1) of the Public Health (COVID-19 Restrictions on Gatherings and Movement) Order 2020) on the venue premises does not, at any one time, exceed the lesser of the prescribed number of 1 person per 4 square metres – this is not including staff (with these limits being reviewed every fortnight).

So far as is reasonably practicable:

1. Access Recognised Training will take steps to ensure all students, staff and contractors observe physical distancing of 1.5 metres whilst participating in training activities;
2. prioritise electronic means of communication and training delivery over face-to-face training sessions and workplace assessment visits;
3. during face-to-face training sessions tables will be positioned so that persons sitting at tables will not be within 1.5m of persons sitting at other tables;
4. no two single person seats are positioned less than 1.5 metres apart, unless each of the persons are members of the same household;
5. all catering activities for training courses will be suspended during the COVID-19 pandemic period. Students will be encouraged to bring their own bottled water and refreshments;
6. students will be encouraged to bring their own pens and notebooks to training sessions; and
7. students will be encouraged to take all issued paper-based training material with them at the completion of face-to-face training sessions. Any left-over materials will be discarded into paper recycling bins.

Access Recognised Training will not tolerate any person/s who act/s or behaves recklessly, irresponsibly or disobediently, such as:

- deliberately or repeatedly failing to observe social distancing or personal hygiene standards;
- or ignoring requests or directions by Access Recognised Training staff to engage in,
- or refrain from engaging in, acts or behaviours which are associated with poor health standards.

If an Access Recognised Training staff member reasonably believes a course participant is displaying symptoms associated with COVID-19, the staff member must follow the “Suspected Covid-19 On Site Procedures” and take action to remove the student from the class.

B3 - HYGIENE/ CLEANING & DISINFECTING PROCEDURE

Access Recognised Training have taken all necessary precautions to ensure the safety and wellbeing of all students, staff and contractors during this time. On top of our already robust cleaning processes, we will be undertaking additional regular cleaning and sanitising of all training equipment, tables and high traffic touchpoints and surfaces in accordance with government and health authorities’ requirements.

Access Recognised Training encourages all staff to take reasonable steps to ensure that students do not share any training equipment, PPE unless the equipment has been thoroughly cleaned and disinfected before individual use.

Alcohol-based sanitiser is supplied at the entrance to the training session and Access staff will take regular breaks (every 45 minutes) for training participants to clean their hands using the sanitiser or by washing their hands with soap and water regularly.

In addition, ensure staff comply with any hygiene direction by the ACT Government, including wearing a protective mask or gloves.

For a surface which is likely to be touched by more than one person (defined below), the Access Recognised Training will:

- request all staff clean their hands after touching training equipment including training and assessment resources used by students by using soap and water for a minimum of 20 seconds and, if this is not viable, by using an alcohol-based sanitiser; and
- make available alcohol-based sanitiser disinfectant wipes and a bin in close proximity to the surface.

B4 - PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Personal Protective Equipment (PPE) may be required to protect students, staff and contractors during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect people. The purpose of this policy is to highlight the types of PPE, suitability of personal protective equipment and the shared responsibility to manage it appropriately and the preventative actions that should be planned and taken to minimise associated risks.

The suitability of PPE should be evaluated based on the interaction between the hazard, the task being undertaken and workplace conditions. When selecting PPE, sources of information that should be referred to include:

- relevant Australian Standards;
- relevant Codes of Practice;
- Safety Data Sheet (SDS) for work involving chemicals;
- risk assessments;
- designers, manufacturers or suppliers of PPE;
- relevant safe work procedures.

If required, students, staff and contractors are obliged to use PPE when required and when reasonably practicable. Other requirements include:

- Access staff should be fully trained in the safe use, storage and maintenance of PPE;
- PPE must be checked before use for the correct type, fit and to ensure that it is undamaged;
- do not reuse disposable, contaminated or damaged PPE; and
- store PPE correctly.

B5 - COMPLIANCE WITH THIS COVID-19 SAFE PLAN

Compliance with this Covid-19 Safe Plan is the responsibility of all Access Recognised Training staff, contractors and students. Disregarding or failing to comply may lead to disciplinary action under the Performance Management & Discipline policy, up to and including termination of employment/training.